

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: October 30, 2012

LEAVE ACCOUNTING LETTER #12-016

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **CASH-OUT/BUY BACK OF LEAVE BENEFITS**

Effective November 1, 2012, the ability to request cash-outs and buy-backs through CLAS has been updated to safeguard against unauthorized cash-out/buy-back of employee leave benefits. Specifically, the following CLAS transaction codes have been suspended, disallowing Cash Out (36) and Buy Back (34) of employee leave benefits.

- Annual Leave (AL34, AL36)
- Vacation (VA34, VA36)
- Personal Leave Program (PL34, PL36)
- Personal Leave Program 2003 (LD34, LD36)
- Personal Holiday (PH34, PH36)

When employees separate, transaction code 37 (Lump Sum) should be used for leave balances to be cashed out. If an employee transfers to a new department, the hours should transfer over once the PAR is keyed.

The following leave benefits still may be cashed out when employees transfer, as previously.

- Compensating Time Off (CT)
- Excess Hours (EH/EX)
- Holiday Credit (HC)
- Holiday Comp. Time Off (HT)
- Personal Leave Time (LT)
- Personal Leave Program 2012 (LV)
- Medical Officer of the Day (MO)
- On Call Assignment (OC)
- Parr Lawsuit Settlement (PA)
- Voluntary Personal Leave (PV)
- Saturday Holiday (SH)
- V-Time (VT)

Cashing out or buying back employee leave benefits is prohibited except when authorized by the California Department of Human Resources (CalHR).

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

LC:TR:CLAS